



RABINDRA BHARATI UNIVERSITY

Ref. No.: IS/RBU/223/11/2017

Date: 13/11/2017

Notice Inviting Tender

Quotations are invited from Broadband/Leased Line providers with credentials, trade license and income tax clearance, for **Point-to-point optical fibre Connectivity and Internet link**. The bank draft should be uploaded with the tender documents. Please visit www.rbu.ac.in for the tendering process. Last date of submission of quotations is **20/11/2017**.

Date and Time Schedule:

S. No.	Particulars	Date & Time
1	Date of publishing of N.I.T. & other Documents	13/11/2017 from 10 AM
2	Documents download/sell start date (Online)	13/11/2017 from 11 AM
3	Documents download/sell end date (Online)	20/11/2017 till 2 PM
4	Bid submission start date	From 13/11/2017 to 20/11/2017 between 11 AM to 2 PM, except Saturdays, Sundays and University holidays
5	Bid Submission closing	20/11/2017 till 2 PM
6	Bid opening date for Technical Proposals	21/11/2017 from 3 PM

A. Installation & Commissioning

Installation and commissioning of the entire ordered items are to be executed by the bidder within the stipulated time, as mentioned in the Terms and Conditions under direct supervision of Rabindra Bharati University representative. All the links provided by the company should be terminated to the Layer 3 device (Switch or Firewall) installed in the university campuses.

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B. Pre-qualification Criteria

1. The bidder should be a registered company / firm. Upload copies of company incorporation certificate, PAN, GSTIN, Service Tax & TIN documents along with the offer.
2. The bidder should have experience in installation, commissioning **of Point-to-point inter-campus fibre-optic links and Internet Link** for at least one reputed (within India) PSU / Universities / Government organizations (proof of the same must be supplied).
3. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization are strictly forbidden from participating in this tender process. Bids submitted by any such blacklisted organisation, if found at any point of time in this tender process, will be summarily rejected. If any such blacklisted organisation is found after award of purchase order, then the purchase order will be cancelled and the earnest money deposit or the bank guarantee will be forfeited to RABINDRA BHARATI UNIVERSITY. **An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the technical bid.**
4. Bidders should have support center / replacement support in Kolkata for offering post sales technical support.
5. The bidder bidding for part of any of the BOQ will be rejected.
6. The Data sheets / Cross reference documents and technical documents must be submitted.
7. Bidders should submit the Client list, letters of satisfactory performance from existing and previous clients preferably from Government sector offices.

C. Invitation of Proposals

1. The services under this tender includes:
 - Supply, installation, configuration and commissioning of the entire ordered items and services
 - The Bidder should properly label all the network components indicating the name of the equipment, configurations, serial no, location, Bidder Name, etc. and submit a **complete network documentation** along with the **completion certificate**.
 - All equipments installed by the bidder for the services will be the property of the bidder and comprehensive maintenance (warranty) of all such items will be the responsibility of the bidder with no extra cost to the university.
 - At the time of installation and commissioning of any items mentioned in the NIT if it is found that some additional hardware / accessories or software items or licenses or services are required to complete the configuration/installation to meet the operational requirement of the configuration/installation which were not included— as per the technical specification then vendor is required to supply such items to ensure the completeness of the configuration at no extra cost to Rabindra Bharati University.
2. **Contract Period:** The agreement shall be made for **1 year**. However, the agreement shall be renewable at the same rates and terms and conditions every year upto a maximum period of **5 years** based on project requirements and satisfactory performance of the bidder.
3. Bidders are advised to study the tender notice and its Annexures carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. Bidders are also advised to



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visit the University campus sites, inspect and understand the volume and nature of work before submitting the bid.

4. **This TENDER is non-transferable. Assignment and subletting is not permitted. Information regarding associates and principals is to be disclosed in the tender technical bid itself.**
5. All proposals are valid upto 180 days except for those proposals, which are found to be technically qualified which **remain valid upto five years** from the date of opening of the bid.
6. The University Authority reserves right to ask for clarifications and the decision of the University Authority shall be final and binding.
7. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
8. All bids should be submitted at the office of Information Scientist during office hours within the stipulated date and time. No bid shall be accepted through telegraphic / fax /email means.

D. Procedure for Submission of Proposals

1. Eligible bidders are required to download the Tender Documents from university website.
2. The bid should contain all required information of the proposal, all papers and the price bid. **All the bid papers must be ink-signed, sealed and submitted.** The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and uncalled for correspondence shall not be entertained.
3. Bidder is required to submit the complete proposal along with annexes, etc. The proposal has to be signed in original by the Bidder. The proposal shall be exactly according to the formats given in the TENDER documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be submitted separately. Modifications / reordering of formats shall not be acceptable. Each page of proposal document is to be signed and stamped by the Bidder clearly indicating that all the terms and conditions mentioned herein are acceptable to the Bidder unconditionally.
4. The Bidder is expected to read and examine carefully all instructions, forms, terms and specifications in the TENDER document. Failure to furnish all information required in the TENDER Document or submission of a proposal not substantially responsive to the TENDER Document in every respect will be at the Bidders risk and shall result in rejection of the proposal.



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E. Bid Documents

Technical bid Proposal shall consist of the following:

1. Evidence of payment of tax for the last three years as and when due (such evidence should reflect the value of the projects undertaken by the Company in the last three (3) years) preceding the current year.
2. Attested copy of IT and ST clearance certificates along with copy of PAN card and GSTIN registration certificate should be furnished.
3. Current Company's audited statement of accounts for the past 3 years, and duly stamped by a registered Auditor.
4. Comprehensive company profile.
5. Proposed Management team, Organizational Chart, with **CVs' of key personnel and Engineers to be deployed on the Project.**
6. Evidence of experience of executing projects of similar nature and complexity in a single purchase order within the last three years and costing not less than **Rs. 5 lakhs.** (Copies of letters of award, Satisfactory Service certificates from the respective organizations and supporting reference letters should be attached).
7. Company's registered address, functional contact email address, phone number(s) and Fax number(s), etc.
8. Company's method for providing support service during the maintenance contract period. Escalation matrix for support service.
9. Letter of authorization in respect of the person authorized to interact with the university.
10. Original tender as published online, duly filled, signed and stamped, is to be submitted, along with technical bid documents.
11. Proof of Similar work done.
12. Rate quoted by the Bidder in the given format is to be submitted at the university.
13. Tenders with price variation clauses or with vague terms are liable to be ignored and rejected. Printed conditions & Counter offers shall not be considered. Incomplete tenders are liable to be rejected.

F. Bidders Information format

Please download Annexure II and submit the filled-up and ink-signed & stamped document (i.e. Annexure II) in the respective bidder's letterhead.

G. Security & Payment

1. The successful bidder will be required to deposit security money or equivalent Bank Guarantee amounting to **10% of P.O. value.** The earnest money of the successful bidder will be refunded after depositing of the security money of 10% of the total P.O. value. Accordingly, additional security money needs to be deposited in case the billing amount increases in future.
2. Payment shall be made as follows:
 - a. No advance payment will be made.
 - b. One-time installation cost, if any, will be released on submission of bills (4 copies) and completion certificate.
 - c. Recurring cost for Internet and Point-to-point connection will be made on quarterly (every 3 months) basis after completion of each quarter on submission of bills (4



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copies). The quarterly payment will be made after deduction of penalty amounts, if any.

H. Penalty Clause

1. **Installation & Commissioning:** Installation and commissioning at all the three campuses should be made within **21 days** from the date of purchase order. Violation of period of installation and commissioning will invite **penalty at the rate of 0.5% of Total P.O. value per week** on respective bidder.
2. **Uptime:** 99% uptime must be ensured by the bidder for each link. In case the bidder fails to ensure the committed bandwidth or 99% uptime for the links, proportionate amount will be deducted by the university from the subsequent bill submitted by the company, before payment. The compensation along with any other charges shall be deducted directly from the bidder's Security Deposit or Bank Guarantee.
3. Penalty amount will be recovered from the security deposit of the bidder and/or any payment pending with Rabindra Bharati University. The defaulter has to replenish the amount deducted from the security deposit, to get further job order.

I. Suspension

The Competent Authority may by a written notice of suspension to the Bidder, suspend all payments to the Bidder if the Bidder fails to perform any of its obligations (including the carrying out of the tasks) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of such notice of suspension

J. Interpretations

Whenever any issue relating to the interpretation of the tender document or of the bids submitted arises, the decision of Competent authority of the university shall be final and binding.

K. Assignment & Sub-contracting

1. Bidder shall not assign or transfer this contract or part thereof to any other person without written consent of the Competent Authority of the university.
2. Bidder shall not without the written consent of Competent Authority of the university subcontract this contract or part thereof.
3. For the purpose of the liabilities under this tender, the Bidder will be considered as a solely liable to all the components of the tender and scope of the work.



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L. Award of Contract

The successful Bidder will be awarded the purchase order. Within **3 days** from the date of the purchase order the bidder will have to submit an **unconditional acceptance letter**. Within **15 days** from the date of the purchase order the bidder will have to submit the **Bank Guarantee**. The Competent authority of the university shall provide proforma for the Bank Guarantee. No variation is permitted in this Bank Guarantee format.

M. Jurisdiction

The court at Kolkata only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.

N. Other Terms and conditions:

- 1) Prices and other details should be quoted in the specified place (all the columns must be filled-up), otherwise it is liable to be rejected.
- 2) It is **mandatory** to quote for all the items mentioned in the tender.
- 3) It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the university will be final in this regard.
- 4) Incomplete tenders will be summarily rejected.
- 5) Intended companies must have their operational offices in Kolkata for sales and support. Sub-contracting or tie-ups will not be allowed.
- 6) Intended companies must submit the following documents along with their quotations:
 - a) IT and ST clearance certificates along with copy of PAN card and VAT registration certificate should be furnished.
 - b) Evidence of supply, installation and configuration of items mentioned in the BOQ in a single purchase order within the last two years and costing **not less than Rs. 5 lacs**. (Copies of letters of award & successful supply and installation certificates and supporting reference letters should be attached).
 - c) Company's registered address, functional contact email address, phone number(s) and Fax number(s), etc.
 - d) Company's method for providing support service during the warranty period of the supplied materials. Escalation matrix for support service.
- 7) Last date for submission of quotations: **20/11/2017 till 2 p.m.**
- 8) Prices should be quoted in Indian Rupee inclusive of all taxes, packing, freight charges, delivery, installation & configuration at E.B. Campus, 56A, B.T. Road, Kolkata - 700050, Jorasanko Campus, 6/4, Dwarkanath Tagore Lane, Kolkata and Rabindra Bhawan, EE-9 & 10, Sector-II, Salt Lake City, Kolkata - 700091 campuses of the university.
- 9) University reserves all the rights to reject any or all the quotation(s) without assigning any reason.
- 10) **Installation and Commissioning** should be completed within **21 days** from the date of purchase order. Violation of period of installation and commissioning will invite **penalty at the rate of 0.5% of total P.O. value per week** on respective bidder.
- 11) At the time of installation and commissioning of any items mentioned in the NIT if it is found that some additional hardware / accessories or software items or licenses or services are required to complete the configuration/installation to meet the operational requirement of the configuration/installation which were not included- as per the technical specification then vendor is required to supply such items to ensure the completeness of the configuration at no extra cost to Rabindra Bharati University.
- 12) Supplied equipment/software installation & commissioning is the sole responsibility of the bidder. The scope of the installation covers the complete installation and commissioning of all the items mentioned in the NIT.
- 13) **All the supporting documents as per the above terms and conditions are mandatory and are required to be ink-signed and submitted, failing which the tender will be rejected.**
- 14) All legal disputes shall be subject to Kolkata jurisdiction.



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O. Service Requirements

Point-to-point Connectivity (P2P Link)

1. The point-to-point connectivities will be between E.B. Campus to Jorasanko Campus and E.B. Campus to Saltlake Campus
2. The communication links should be through optical fibres between E.B. Campus to Jorasanko Campus and between E.B. Campus to Saltlake Campus.
3. Two redundant links from two different POPs of the company must be provided at least at E.B. Campus.
4. All the P2P links provided by the company will be terminated to the Layer 3/Layer 2 device (Switch or Firewall) installed in the university campus. The maintenance and services of all equipments, cables, etc. before the above mentioned device of the university will be the responsibility of the company.
5. Atleast 10 Mbps bandwidth must be ensured for each pair of links.
6. 99% uptime per month must be ensured by the company for each pair of links.
7. The links must support data, voice and video communications at the bandwidths mentioned above.
8. In case the company fails to ensure the 10 Mbps bandwidth or 99% uptime for the links, proportionate amount will be deducted by the university from the subsequent bill submitted by the company, before payment.
9. E-mail or SMS will be sent or phone call will be made by the university to the company representative whenever any of the P2P link goes down. Initial downtime for the link will be the time of the email/SMS/phone intimation sent by the university. Whenever the link is restored again, the company will intimate the university by email/SMS/phone which will be confirmed by the university after verification. If the restoration of the link is confirmed by the university then the time of the email/SMS/phone made by the company will be considered as the time for link restore.
10. The company will notify the university three (3) days in advance of a scheduled maintenance at a time agreeable to the university. A single maintenance period will not exceed three (3) hours.

Internet Leased Line (ILL) at E.B. Campus

The Internet link provided by the company will be terminated to the Layer 3/Layer 2 device (Switch or Firewall) installed in the university campus. The maintenance and services of all equipments, cables, etc. before the above mentioned device of the university will be the responsibility of the company.

Atleast 10 Mbps 1:1 bandwidth must be ensured for the ILL at E.B. Campus.

Atleast 32 Public IPs must be provided with the ILL. Initially 16 Public IP addresses must be provided by the company to the university. Later, in case of further requirements of Public IPs by the university, 16 more Public IP addresses must be provided at no extra cost to the university.

99% uptime per month must be ensured by the company for each pair of links.

In case the company fails to ensure the minimum committed bandwidth or 99% uptime for the ILL link, proportionate amount will be deducted by the university from the subsequent bill submitted by the company, before payment.

Method of problem reporting, downtime calculation, etc. will be same as mentioned above in clause (9) of the P2P Links.

The company will notify the university three (3) days in advance of a scheduled maintenance at a time agreeable to the university. A single maintenance period will not exceed three (3) hours.



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P. Bill of Materials (BoQ)

S. No.	Item Description	Quantity	Rate	Amount
1.	Point-to-point Optical Fibre Connectivity between E.B. Campus and Jorasanko Campus (amount per year)	1		
a)	Point-to-point Optical Fibre Connectivity between E.B. Campus and Saltlake Campus (amount per year)	1		
2.	50 Mbps Internet Leased Line (1:1) at E.B. Campus (amount per year)	1		
a)	100 Mbps Internet Leased Line (1:1) at E.B. Campus (amount per year)	1		
b)	150 Mbps Internet Leased Line (1:1) at E.B. Campus (amount per year)	1		
c)	200 Mbps Internet Leased Line (1:1) at E.B. Campus (amount per year)	1		
d)	3. One-time Installation cost for Point-to-point Optical Fibre Connectivity between E.B. Campus and Jorasanko Campus, if any	1		
a)	One-time Installation cost for Point-to-point Optical Fibre Connectivity between E.B. Campus and Saltlake Campus, if any	1		
b)	One-time Installation cost for 10 Mbps Internet Leased Line (1:1) at E.B. Campus, if any	1		
c)	4. Other charges, if any	-		
			Total	

Note: Rates must be quoted excluding taxes.

Q. Tax Rates

S. No.	Item Description	Applicable Tax	Tax (in %)
1	Point-to-point Optical Fibre Connectivity between Campuses		
2	Internet Leased Line (1:1)		
3	One-time Installation cost for Point-to-point Optical Fibre Connectivity between Campuses, if any		
4	Other charges, if any		

Note: Applicable Tax head and corresponding Tax rates must be mentioned and submitted along with the Quotation.

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